National Aeronautics and
Space Administration

NASA Headquarters
Washington, DC 20024

MASTER BUY PLAN DATABASE

(MBPD)

Release 3.6

USER OPERATIONS GUIDE

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1.0 OVERVIEW

1.1 FUNCTIONAL DESIGN

The Master Buy Plan Database is an on-line system for collecting, amending, and approving Master Buy Plan information as required by section 1807.7102 of the NASA FAR Supplement. The Procurement Officer sets policies for Center access to the system. Non-NASA personnel are not allowed access.

Center personnel create records on individual procurements in a table (Center Pending Table) for concurrence and release by the Center Procurement Officer (or designee). When a record is created, an email is sent to all Center personnel with Center Administrator access privileges (i.e., the Procurement Officer and designees) indicating that it is ready for review. The Center Admin may edit and release the record, or delete it. When the Center Admin releases the record, it is transferred to the HQ Pending Table, and an email alert is sent to HQ Code HS personnel with HQ Administrator access (and to the assigned HS analyst if known).

When the HS Admin reaches a decision on the record, it is transferred to either the Approved table or the Disapproved table, and an email is sent to the Center Administrators and the Contracting Officer. Disapproved records include an explanation of the disapproval in the Remarks block, and are also copied back to the Center Pending Table, where they may be either edited and re-released, or deleted.

Center personnel may also edit records in the Approved table. Such an edit creates a new record in the Pending table. After HQ approval, the original record in the Approval table is updated with the edit. Emails are sent out in the same manner as is done with new records.

1.2 SECURITY FEATURES

The system has several security features:

(1) If a user does not click any system buttons during a one-hour period, the system will log the user off. The next attempt to click a button will return the user to the login screen. Entering data does not reset this timer until the Save Changes button is clicked.
(2) The system can only be accessed from NASA computers
(3) The system is protected by Secure Socket Layer software
(4) Users must have a login ID and password

2.0 SIGN IN

To access the MBPD application, open a web browser and enter the following URL:
https://pollux.hq.nasa.gov/mbpd

Create a Bookmark for the URL. The application navigates to the Sign-In screen:

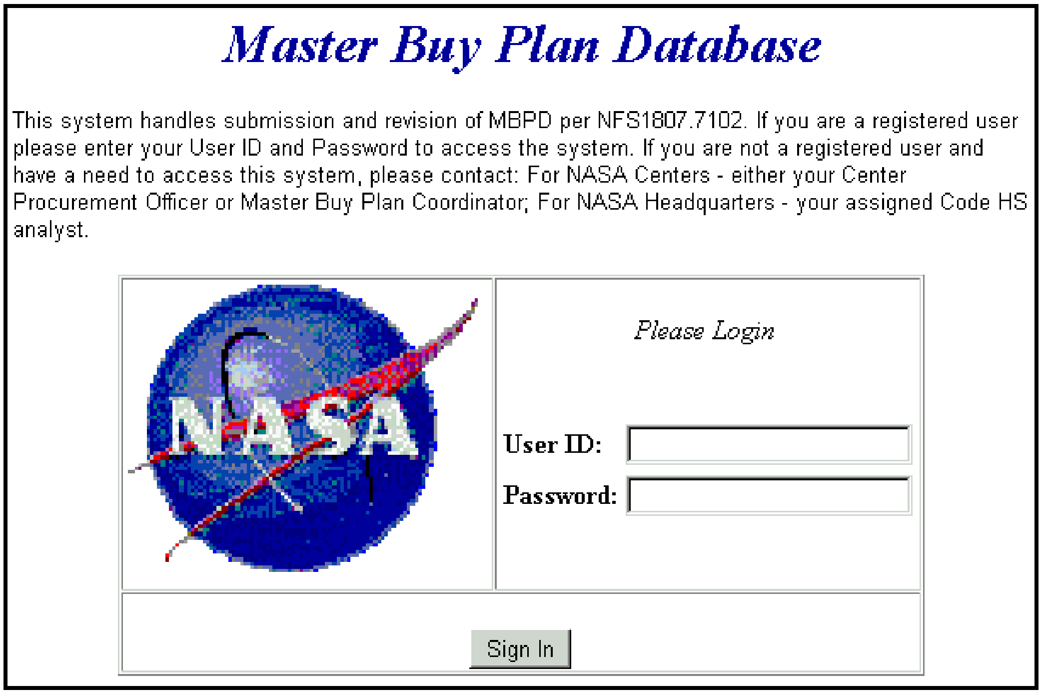


Figure 1. Master Buy Plan Sign-In Screen

2.1 USER NAME AND PASSWORD

All users are required to enter a User ID (also known as a Login ID) and Password. The User ID is entered first, then the Password (the Password is entered by tabbing over to the field or clicking the mouse in the field labeled Password).

Each user will have his/her own password. The password can have a maximum of sixteen characters. When entering into the Password field, each character will appear in the field as an asterisk (*) for security reasons.

- **NOTE: User names and Passwords are case sensitive**
- **NOTE: User names and passwords are authenticated by the system validation database that contains all the MBPD users' information and privileges**

2.2 INVALID USER NAME OR PASSWORD

In the event of an input error or outdated password, an error message displays (Figure 2). Retype a valid User ID and Password and click the [Sign In] button.

Figure 2. User Name / Password Error Message

- **<u>NOTE</u>: There is limit on the number of password violations a user can submit before entering a valid one. Once the User fails to login 3 times their ID becomes inactive and will need to be reset.**

3.0 MAIN MENU

Once log-in is successful, the MBPD Main Menu screen (Figure 3) is displayed. From the Main Menu screen, the four functional components of the MBPD can be accessed, or, the system can be exited. When the [Exit] button is selected, the user is logged out of the MBPD and navigated to the NASA HQ homepage.

NOTE: Only personnel designated as System Administrators have access to the Security component

NOTE: The [Disapproved MBP] button is not visible for center personnel

Figure 3. Main Menu Screen

3.1 MASTER BUY PLAN

Click the [Master Buy Plan] button on the Main Menu. The List of Records screen will display (Figure 4). By default, the List of Records screen provides the user with an overview listing of all approved records.

3.1.1 PENDING RECORDS

When a user clicks the [Pending Records] button, the List of Records screen will show all pending records. Users may click the [Search Pending] button to narrow the list of records.

In the Master Buy Plan Database, two tables are used for storing all MBP records. The Approved table holds records that have been approved by Headquarters. The Pending table holds records that the Centers and HQ have entered or edited but that have not been approved by Headquarter Administrators. Each Center has access to only its own records in both tables. Headquarters have access to both HQ records and Center's released records. The records that appear in the list are only those for which the user has access privileges. The user's access to individual cases is governed by the viewing privileges granted by their System Administrator.

3.1.2 APPROVED RECORDS

When a user with Center Admin or Center User access privilege adds or edits an approved record, the record will remain in the Pending table. The Center Administrator can review the record and has the capability to release the record to the HQ Pending table. Only released records are visible to Headquarters. **There is an assumption that released records have been approved by the Procurement Officer or designee; therefore, records must not be released without such approval.**

Report	Item	FY	Center	Status	HS Analyst	Description
	2	2004	ARC	Open	Sheryl Goddard	Technical Services
	1	2003	ARC	Open	Sheryl Goddard	Technical Services for Simulation Facilities (FO)
	2	2003	ARC	Open	Sheryl Goddard	NASA Information Technology Research, Development, and Operations for Scientific Computing (FO)
	3	2003	ARC	Open	Sheryl Goddard	Computational Sciences Research and Development (FO)
	4	2003	ARC	Open	Sheryl Goddard	Logistics Services (FO)
	1	2002	ARC	Open	Sheryl Goddard	Ames-Consolidated IT Servies (A-CITS) (FO)
	2	2002	ARC	Open	Sheryl Goddard	Protective Services, Fire and Rescue, Export Control Support Services. (FO)

Figure 4. List of Records

- Click on [BOF] (Beginning of File) to navigate to the first screen of records
- Click on [EOF] (End of File) to navigate to the last screen of records
- Click on [Next] to browse the next screen of records
- Click on the [ID Number] to view a particular record. (ID Numbers are randomly generated and assigned by the system)
- Click the [Report] icon to view the detailed information of the record in a printable format

3.1.3 ADDING NEW MBPD RECORDS

To create a new record, click on the [Add] button located on the top of the List of Records screen. A data entry screen appropriate for entering information regarding a new record will be displayed (Figure 5). The data entry fields are described in the following sections.

NOTE: A user with Read-Only access does not have the authority to add a record; therefore, the Add button is not available for them.

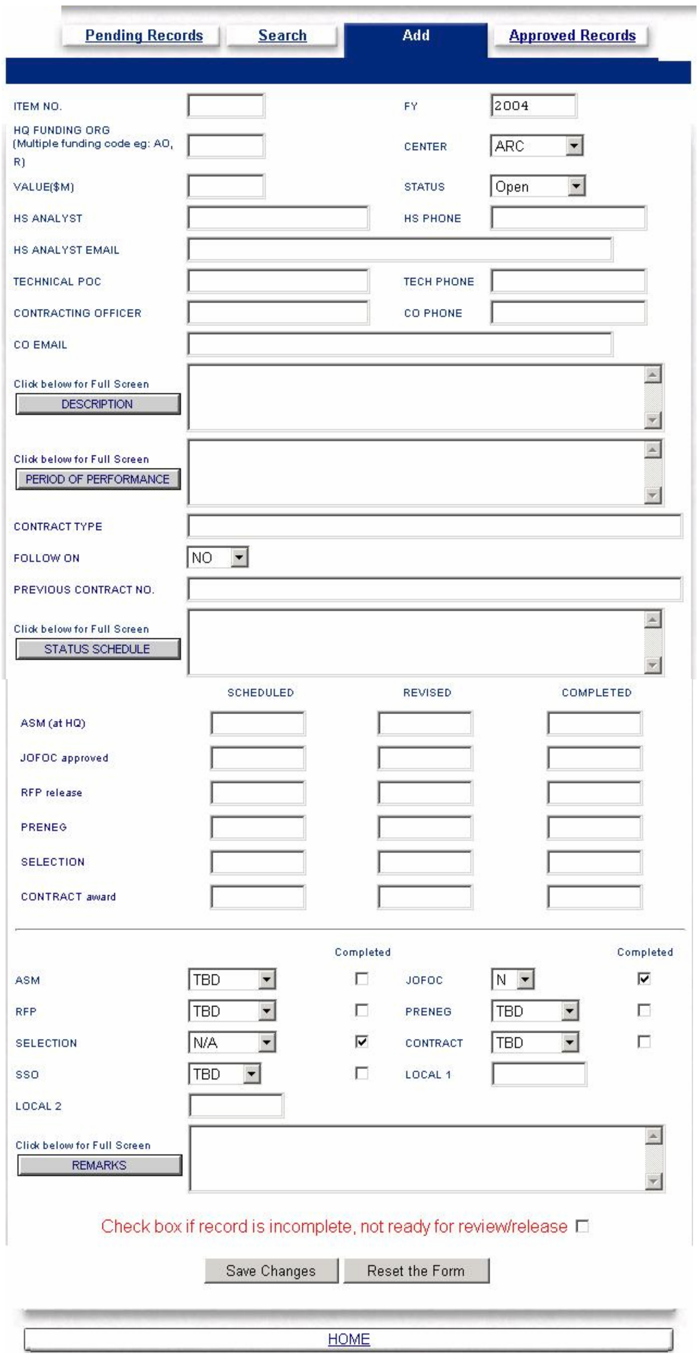


Figure 5. Master Buy Plan Add Screen

ITEM NO., FY

The ITEM NO. and FY are mandatory numeric fields. The ITEM NO. Field is the Master Buy Plan sequential item number. The FY field is the Fiscal Year in which the procurement action is scheduled to be initiated.

The fields will reject alphanumeric characters. A dialog box will appear: "**You must enter a numeric value."** To clear the dialog box, click the [OK**]** button**.** The cursor will return to the field containing the non-numeric value.

HQ FUNDING ORG, CONTRACTING OFFICER, CO EMAIL

The HQ FUNDING ORG, CONTRACTING OFFICER, and CO EMAIL are mandatory text entry fields.

These fields will reject if left blank. When the [Save] button is clicked, a dialog box will appear: "**[*Field name*] can not be blank!"** To clear the dialog box, click the [OK] button**.** The cursor will return to the field containing the blank value.

VALUE($M)

The field VALUE is a numeric field with one decimal place. This field is mandatory. It allows the user to enter the estimated dollar value (in millions) of the proposed procurement action. If a dollar range is appropriate, enter the most probable value here, and enter the range in the Remarks field.

To add an amount to the VALUE field for a new record, input only the numeric value (no $ sign). **Example**: For the dollar amount of $17,500,000.00, type in 17.5. If the user added no decimal point, the system will fill in .0 as a default.

CENTER

The CENTER is a mandatory field that identifies the Center responsible for proposed procurement action. It is filled in automatically.

If necessary, a Headquarters analyst can reassign an item to another Center. To select a value, click on the drop-down list arrow button next to the field and highlight a value. The drop-down list will then close, and the selected name will appear in the appropriate field.

STATUS

The STATUS is a mandatory field that is accessible via a drop down list. This field is automatically assigned the value "Open" but can be changed to "In work" (if the action is not ready for release to HQ), "Completed" (if the procurement has been awarded), or "Canceled" (if the action has been canceled, withdrawn, etc.)

To select a value, click on the drop-down list arrow button next to the field and highlight a value. The drop-down list will then close, and the selected name will appear in the appropriate field.

When adding a new item, selecting the “In Work” status automatically sets the “Incomplete” checkbox (at the bottom of the form) to be checked. Selecting any other status unchecks the “Incomplete” checkbox.

HS ANALYST, HS PHONE, HS ANALYST EMAIL

The HS ANALYST, HS PHONE and HS ANALYST EMAIL are text entry fields that identify the name, phone number and email of the Headquarters analyst that has been assigned to that Master Buy Plan Item. This information will be filled in at Headquarters after the record has been released by the Center.

TECHNICAL POC, TECH PHONE

The TECHNICAL POC and TECH PHONE are text entry fields that identify the Technical POC name and phone number that has been assigned to the Master Buy Plan Item.

DESCRIPTION

The DESCRIPTION field is a mandatory text field. Once the visible portion of the field is full, the scroll bar controls will activate to allow the user to enter or display text that extends beyond the physical size of the data entry box. The user can also click the [DESCRIPTION] button, which opens a full screen to enter or display a large volume of text. The user types the information in the area provided next to or under the label.

PERIOD OF PERFORMANCE

The PERIOD OF PERFORMANCE field is a text field. Once the visible portion of the field is full, the scroll bar controls will activate to allow the user to enter or display text that extends beyond the physical size of the data entry box. The user can also click the PERIOD OF PERFORMANCE button, which opens a full screen to enter or display a large volume of text. The user types the information in the area provided next to or under the label.

STATUS/SCHEDULE

The STATUS/SCHEDULE field is a text field. Once the visible portion of the field is full, the scroll bar controls will activate to allow the user to enter or display text that extends beyond the physical size of the data entry box. The user can also click the STATUS/SCHEDULE button, which opens a full screen to enter or display a large volume of text. The user types the information in the area provided next to or under the label.

ASM at HQ, JOFOC Approved, RFP Release, PRENEG, SELECTION, CONTRACT AWARD

Input areas are provided for entering SCHEDULED, REVISED, and COMPLETED Dates

ASM, RFP, SELECTION, PRENEG, CONTRACT, SSO

The ASM, RFP, SELECTION, PRENEG, CONTRACT, SSO are fields that are accessible via a drop down list. These fields are automatically assigned the value "**TBD**" but can be updated as appropriate. Normally, the Centers will select either TBD or N/A, and Headquarters will change them when a decision has been made. The SELECTION field is currently reserved for future use, and therefore is pre-set to N/A.

To select a value, click on the drop-down list arrow button next to the field and highlight a value. The drop-down list will then close, and the selected name will appear in the appropriate field.

JOFOC

The JOFOC is automatically assigned the value "**N**" but can be changed to "**Y**" if a JOFOC will be developed.

To select a value, click on the drop-down list arrow button next to the field and highlight a value. The drop-down list will then close, and the selected name will appear in the appropriate field.

COMPLETE CHECKBOX FOR EACH PROCUREMENT MILESTONE

The COMPLETE checkbox indicates whether the associated milestone has been completed; e.g., checking the box next to "ASM" would indicate that the meeting has been held and the minutes approved. If a milestone is set to "N" or "N/A", the box will automatically be checked. Boxes may be checked, unchecked and re-checked as appropriate.

LOCAL 1, LOCAL 2

The LOCAL 1 and LOCAL 2 are text entry fields that the Centers can use for their own purposes. The user types the information in the area provided next to the labels.

REMARKS

The REMARKS field is a text field. Once the visible portion of the field is full, the scroll bar controls will activate to allow the user to enter or display text that extends beyond the physical size of the data entry box. The user can also click the REMARKS button, which opens a full screen to enter or display a large volume of text. The user types the information in the area provided next to or under the label.

INCOMPLETE RECORD

This checkbox only appears on new records. The user may check the box to indicate that the record is not ready for release to Headquarters. This partially duplicates the Status setting, but appears at the bottom of the form near the Save button as a "last chance". If the user checks this box but has a different setting in the Status block, a message warning of the inconsistency will appear when the record is saved. The user may select "OK" or

“Cancel” on the warning; “OK” causes the Status to be set to “In work”; “Cancel” returns you to the document.

SAVE CHANGES

After entering all the data, click the [Save Changes] button. The record will be added to the Pending Master Buy Plan Database. A dialog box will appear: “**Your submission was successful”**. “Submission” in this case does not mean release to Headquarters. Saving also generates an email to all personnel at the user's Center that have Center Admin access, indicating that a new record has been added.

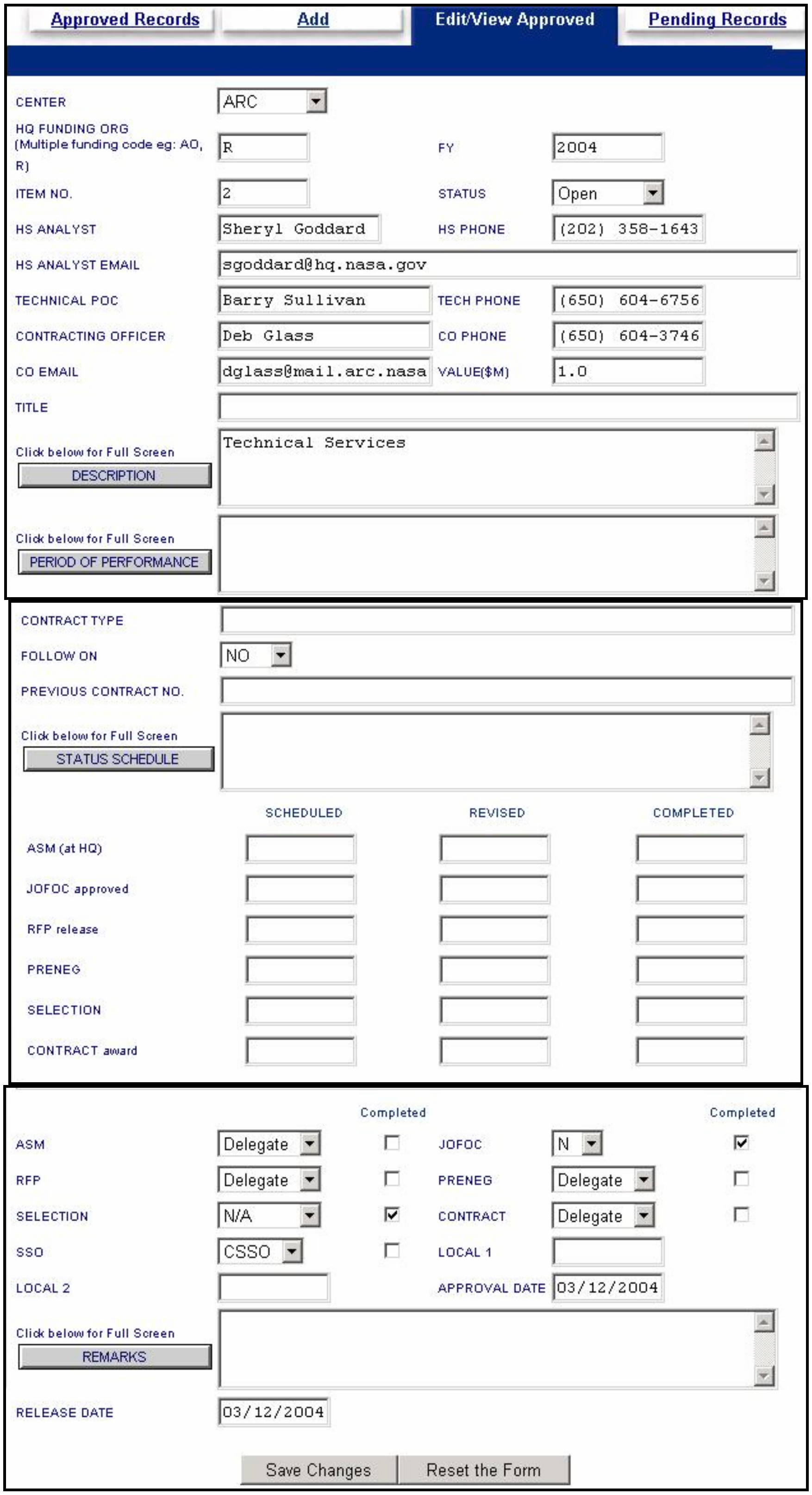
If an error is made before clicking the [Save Changes**]** button the user can type over it, or can clear the entire form by clicking the [Reset the Form] button. (After a record is added, the [Reset the Form] button only clears changes made since the form was added or last updated.)

3.1.4 EDIT/VIEW APPROVED RECORDS

From the List of Records screen (Figure 4) under the **Approved Records** tab, clicking on a record's [Item Number] link produces a detail screen as shown in (Figure 6). The detail screen shows Master Buy Plan related information and allows the information to be both viewed and edited. Accessing fields and buttons will vary according the user-assigned privileges.

If an error is made during editing, the user can either write over the error, or clear all current edits by clicking on the [Reset the Form] button, which will cause the data to revert to its previous content.

After making any desired changes, the [Save Changes] button must be selected in order to save the changes in the database. The record with the changes is copied into the Pending Table; the record in the Approved Table is not changed until the amendment has been approved by Headquarters. When the [Save Changes] button is clicked, a dialog box will appear: "**Your submission was successful**". This does not release a pending record to Headquarters. It does create an email that is launched to all of personnel at the user's Center that have Center Admin access. The email indicates that there has been a change, but it does not describe the change.



Approved Records | Add | Edit/View Approved | Pending Records

CENTER: ARC
HQ FUNDING ORG (Multiple funding code eg: AO, R): R
FY: 2004
ITEM NO.: 2
STATUS: Open
HS ANALYST: Sheryl Goddard
HS PHONE: (202) 358-1643
HS ANALYST EMAIL: sgoddard@hq.nasa.gov
TECHNICAL POC: Barry Sullivan
TECH PHONE: (650) 604-6756
CONTRACTING OFFICER: Deb Glass
CO PHONE: (650) 604-3746
CO EMAIL: dglass@mail.arc.nasa
VALUE($M): 1.0
TITLE:

Click below for Full Screen
DESCRIPTION: Technical Services

Click below for Full Screen
PERIOD OF PERFORMANCE:

CONTRACT TYPE:
FOLLOW ON: NO
PREVIOUS CONTRACT NO.:

Click below for Full Screen
STATUS SCHEDULE:

	SCHEDULED	REVISED	COMPLETED
ASM (at HQ)			
JOFOC approved			
RFP release			
PRENEG			
SELECTION			
CONTRACT award			

		Completed			Completed
ASM	Delegate	☐	JOFOC	N	☑
RFP	Delegate	☐	PRENEG	Delegate	☐
SELECTION	N/A	☑	CONTRACT	Delegate	☐
SSO	CSSO	☐	LOCAL 1		
LOCAL 2			APPROVAL DATE	03/12/2004	

Click below for Full Screen
REMARKS:

RELEASE DATE: 03/12/2004

Save Changes | Reset the Form

Figure 6. Edit / View Approved Screen

3.1.5 EDIT/VIEW PENDING RECORDS

From the List of Records screen (Figure 4) under the **Pending Records** tab, clicking on the ID field of a record will produce a Detail screen as shown in (Figure 7). The Detail screen displays Master Buy Plan related information and allows the information to be both viewed and edited. Accessing fields and buttons will vary according to the user-assigned privileges.

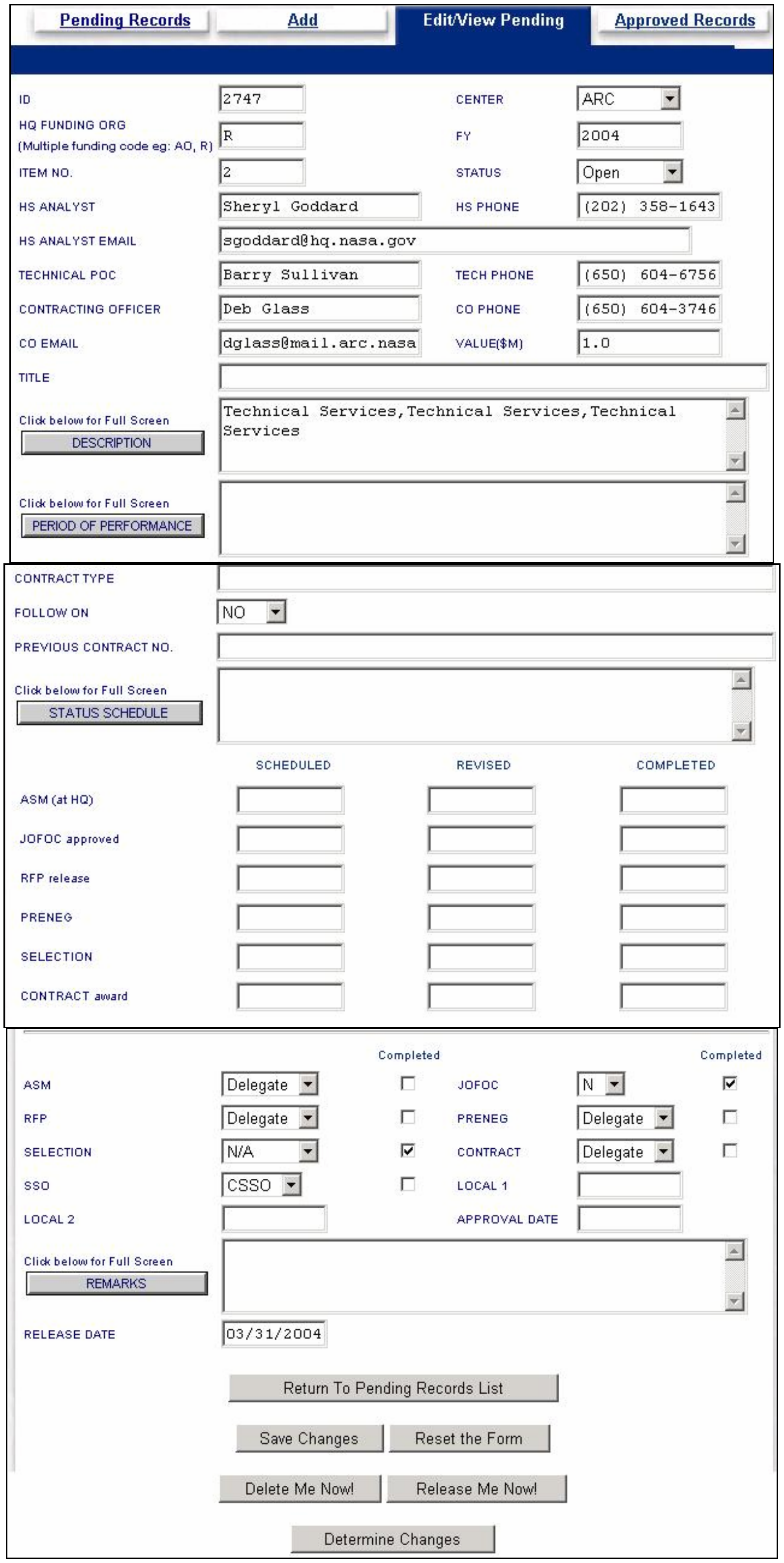
The above instructions for editing and saving an approved record also apply to a pending record, except that the system does not preserve a copy of the record without the changes.

DELETE ME NOW

The [Delete Me Now] button permanently removes the pending record from the Center Pending table. This button does not appear on the Headquarters screens, or on the Edit/View Approved screen. It is only available to the Center Administrators.

DETERMINE CHANGES

The [Determine Changes] button compares the pending record with the previously approved version of the record (if any). Clicking the button produces a display that lists the changed fields, the current content of each of those fields, and the prior content. The display includes a [Go Back] button that will return the user to the pending record.



Pending Records | Add | Edit/View Pending | Approved Records

ID	2747	CENTER	ARC
HQ FUNDING ORG (Multiple funding code eg: AO, R)	R	FY	2004
ITEM NO.	2	STATUS	Open
HS ANALYST	Sheryl Goddard	HS PHONE	(202) 358-1643
HS ANALYST EMAIL	sgoddard@hq.nasa.gov		
TECHNICAL POC	Barry Sullivan	TECH PHONE	(650) 604-6756
CONTRACTING OFFICER	Deb Glass	CO PHONE	(650) 604-3746
CO EMAIL	dglass@mail.arc.nasa	VALUE($M)	1.0
TITLE			

Click below for Full Screen
DESCRIPTION
Technical Services,Technical Services,Technical Services

Click below for Full Screen
PERIOD OF PERFORMANCE

CONTRACT TYPE

FOLLOW ON NO

PREVIOUS CONTRACT NO.

Click below for Full Screen
STATUS SCHEDULE

	SCHEDULED	REVISED	COMPLETED
ASM (at HQ)			
JOFOC approved			
RFP release			
PRENEG			
SELECTION			
CONTRACT award			

		Completed			Completed
ASM	Delegate	☐	JOFOC	N	☑
RFP	Delegate	☐	PRENEG	Delegate	☐
SELECTION	N/A	☑	CONTRACT	Delegate	☐
SSO	CSSO	☐	LOCAL 1		
LOCAL 2			APPROVAL DATE		

Click below for Full Screen
REMARKS

RELEASE DATE 03/31/2004

Return To Pending Records List

Save Changes | Reset the Form

Delete Me Now! | Release Me Now!

Determine Changes

Figure 7. Edit / View Pending Screen

3.1.5.1 RELEASE PENDING RECORDS TO HEADQUARTERS

From the List of Records screen (Figure 4) or the Edit/View screen (Figure 7), click the **Pending Records** toolbar option. A listing of all **Pending Records** from your Center that are stored in the Pending table will display (Figure 8).

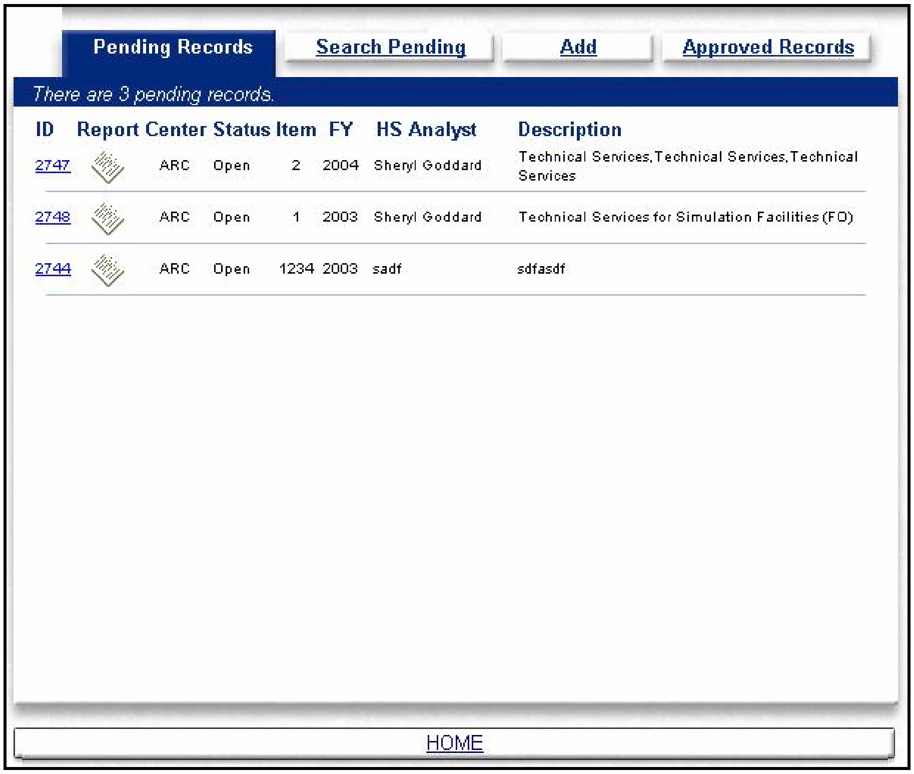


Figure 8. Pending Records Screen

From the list of pending records, click the desired ID to load the record for releasing. It will appear in the Edit/View Pending screen (Figure 7).

The **Release Me Now!** Button sends a copy of the record to the Headquarters Pending table, and sends an email notice to the CO, the HS analyst (if specified), and the HS System Administrators. The Center Administrator may manually fill in the RELEASE DATE field or leave it blank. The release date should be entered in the format mm/dd/yyyy. Clicking the **Release Me Now!** button will automatically set the release date to the user's computer system date if another date isn't specified.

Center Administrators may make changes in the record (such as entering a release date) before releasing it, but they must click on the **Save Changes** button to save the changes in the database. Clicking on the **Release Me Now!** button does not transmit unsaved changes, and does not save the changes. **Release must not be made without the approval of the Procurement Officer or designee. Approval need not be in writing.**

NOTE: Once a record is released, it can not be edited by Center users until approved by Headquarters. If interim edits are desired, phone or email them to the cognizant Code HS Analyst.

NOTE: A record with status “In Work” can not be released until another status is selected. The system will provide a warning if an attempt is made to release a record with status “In Work”.

3.1.5.2 APPROVE PENDING RECORDS

The Approve function is only available to users with HQ Admin access. The **Approve Me Now!** button is not visible to other users. To prepare for approval of a pending record, go to Pending Records, and click an ID to load the desired record. The pending record will be displayed in **Edit/View Pending** screen (Figure 7).

3.2 APPROVE ME NOW

The **Approve Me Now!** button moves the record to the Approved Records table, and sends an email notice to the CO, the HS analyst, and the Center administrators. The HQ administrator may manually fill in the APPROVAL DATE field or leave it blank. The approval date should be entered in the format mm/dd/yyyy. Clicking the **Approve Me Now!** button will automatically set the approval date to the user's computer system date if another date isn't specified.

HQ Administrators may make changes in the record (such as entering comments or an approval date) before approving it, but they must click on the **Save Changes** button to save the changes in the database. Clicking on the **Approve Me Now!** button does not transmit unsaved changes, and does not save the changes.

3.3 DISAPPROVE ME NOW

This button is only visible to the HQ Administrators. By clicking on this button, the HQ Admin disapproves a record (not the underlying procurement) and returns the record to the Center Pending table. The HQ Admin should include a statement in the Remarks block, explaining the reason for the disapproval.

3.4 DETERMINE CHANGES

The **Determine Changes** button compares the pending record with the previously approved version of the record (if any). Clicking the button loads a display that lists the changed fields, the current content of each of those fields, and the prior content. The display includes a **Go Back** button that will return the user to the pending record.

3.5 SEARCH

The MBPD provides users with search options in order to narrow the list of selected records. Headquarters personnel cannot access Center Pending records that have not been released. Center personnel can only access their Center's records.

To search the approved records, select **Search Approved** tab from the toolbar (Figure 4). The screen for selecting the criteria will be displayed (Figure 9). Specific criteria is selected using the text box or drop-down lists provided for each field. Criteria can be selected for all or none of the fields. If no criteria are selected, all of the records are listed.

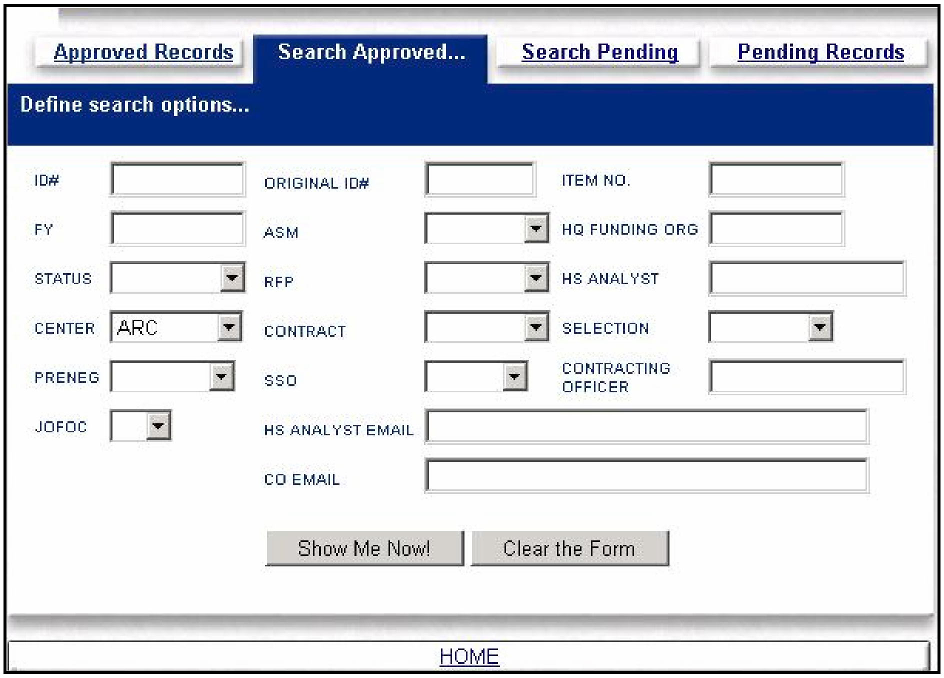


Figure 9. Search Approved Screen

To search the pending records, select **Search Pending** from the toolbar on the Search Approved screen (Figure 9). The **Search Pending** screen will display (Figure 10). The screen for selecting the search criteria will display. Follow the same instruction as searching the Approved table.

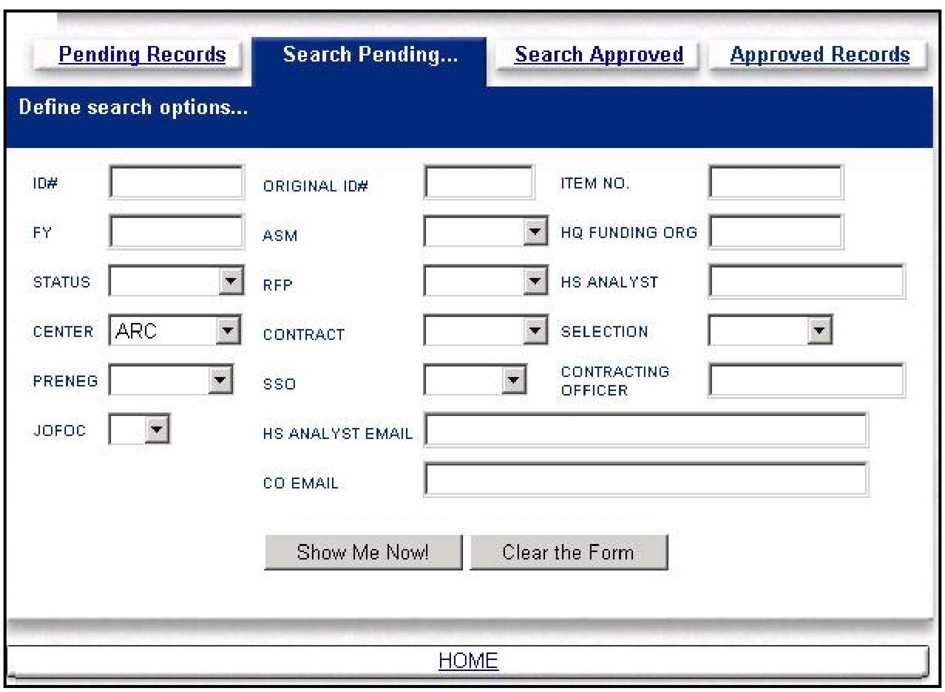


Figure 10. Search Pending Screen

4.0 REPORTS

From the Main Menu, click on the **Report – Approved Items** or the **Report – Pending Items** button to view the reporting options for approved records or pending records.

4.1 HQ REPORTS

When the HQ User/Administrator clicks the **Report – Approved** button, five HQ approval report options are displayed (Figure 11). A similar screen is displayed when the **Report – Pending Items** option is selected.

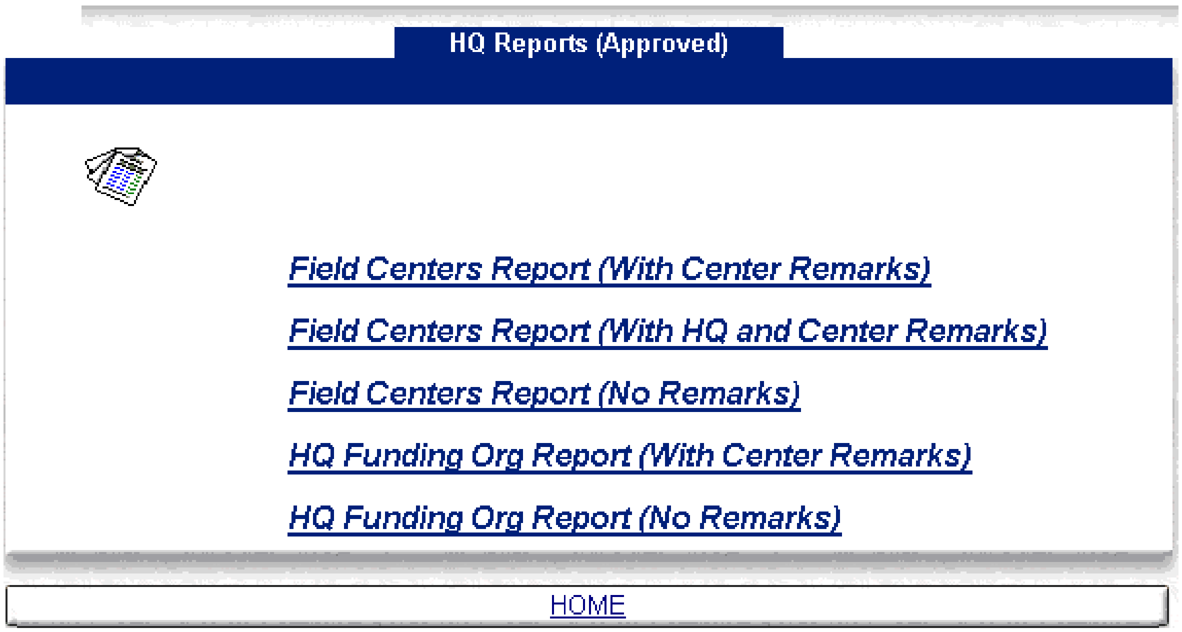


Figure 11. Approved Center Reports Screen

The first three HQ report types report the records by Center. The user may select one or all Centers to report on. The differences among these three reports are in whether the report contains the Center remarks and HQ remarks. The Report Criteria Screen (Figure 12), allows the user to select one or all Centers, the desired fiscal year, and whether to display all records or to exclude display of records for procurements that have already been completed.

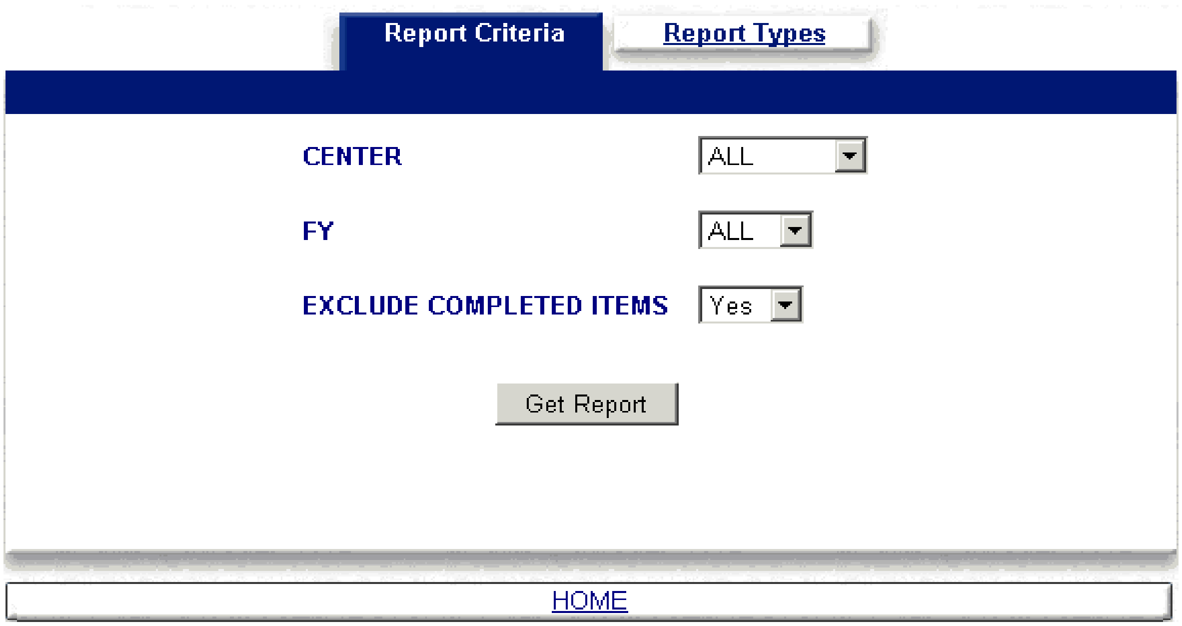


Figure 12. Report Criteria Screen by Center

The last two report options allow the reports to be sorted by the HQ Funding Organization. The Report Criteria Screen (Figure 13), allows the user to select one or all Funding Organizations, the desired fiscal year, and whether to display all records or to exclude display of records for procurements that have already been completed.

Figure 13. Report Criteria Screen by HQ Funding ORG

4.2 CENTER REPORTS

When the Center User/Administrator clicks the **Report – Approved Items** or **Report – Pending Items** button, four Center Report options are displayed (Figure 14).

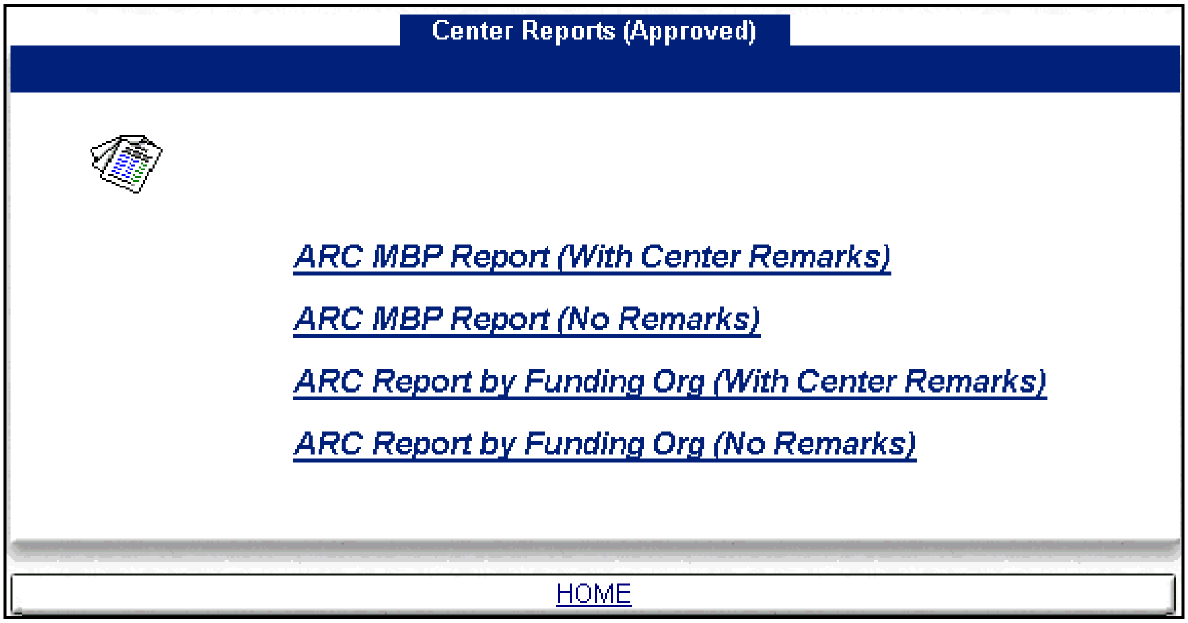


Figure 14. Approved Center Reports Screen

The first two options sort the records by year. The difference between these two reports is whether the report contains the Center remarks. The Report Criteria Screen (Figure 15), allows the user to select the desired fiscal year, and whether to display all records or to exclude display of records for procurements that have already been completed.

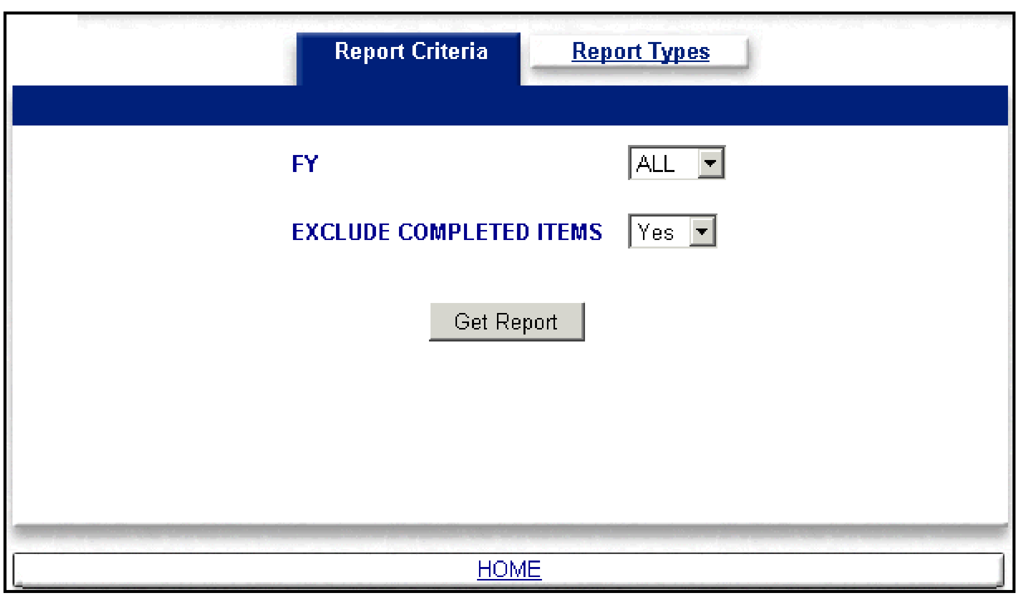


Figure 15. Center Report by Fiscal Year Criteria

The last two report options allow the reports to be sorted by the HQ Funding Organization. The Report Criteria Screen (Figure 16) allows the user to select one or all Funding Organizations, the desired fiscal year, and whether to display all records or to exclude display of records for procurements that have already been completed.

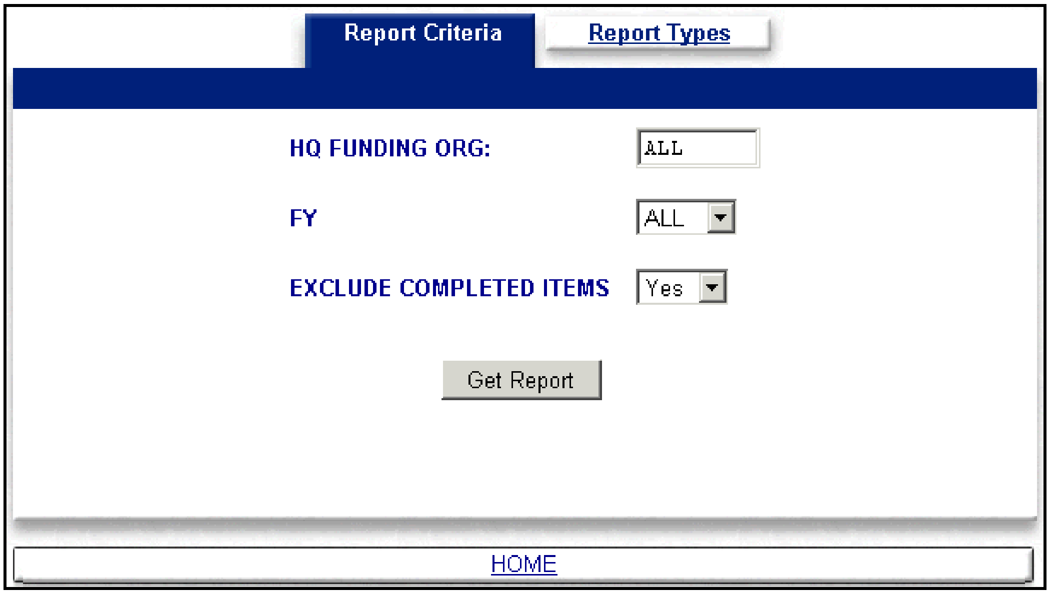


Figure 16. Center Report by HQ Funding ORG Criteria

4.3 SINGLE RECORD REPORT

A report displaying the entire contents of a single record can be printed as follows:

- From the Main Menu, select Master Buy Plan
  The List of Records screen will be displayed, listing all approved records (Figure 4).

  - **To create a report of an approved record:**
    Click on the page symbol for the desired record located in the Report column. A printer-friendly version of the record will be displayed. Use the web browser's Print command to print the record. The entire contents of all fields will be printed.

  - **To create a report of a pending record:**
    Click on Pending Records on the List of Records screen. Click on the page symbol for the desired record, and use the browser's Print command.

5.0 SECURITY

This function allows the Headquarters and Center Administrators to grant or deny access to other users. System access is automatically limited to personnel with NASA network access, and users must have Secure Socket Layer (SSL) enabled on their computers. If access is denied for the MBPD website, consult the local computer help desk.

From the Main Menu (Figure 3), click on the **Security** button.

A Center Administrator can only view the users for the Center they are affiliated with (Figure 17).

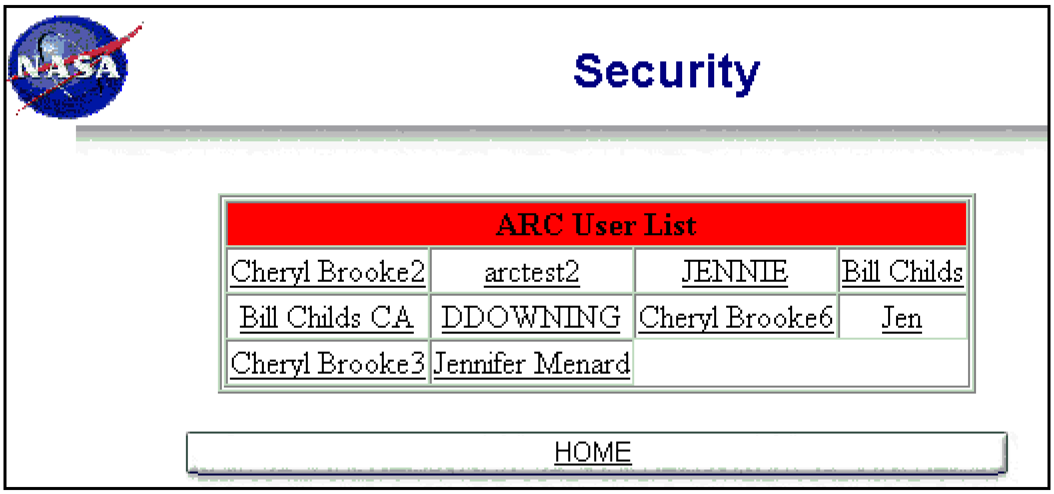


Figure 17. Center Administrator User List Screen

The roles of Center User and Center Read-Only have access only to their own user name, for the purpose of changing their password and email address (Figure 18, Figure 20).

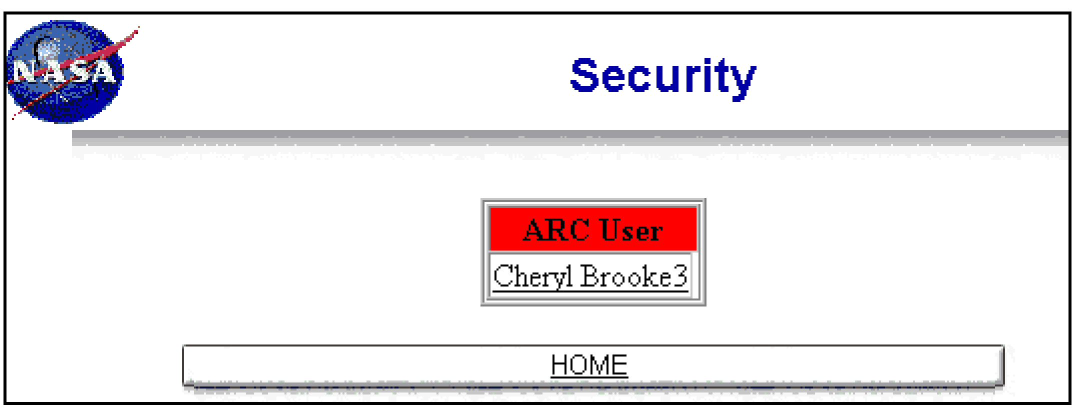


Figure 18. Center User/Center Read-Only Security Screen

Access to the system must be restricted to members of the acquisition community, because data in the Schedule or Remarks blocks might contain SEB-sensitive information. Non-NASA personnel must not be given access to the system.

The HQ Administrator is responsible for setting up Center Administrators for each Center. The Center Administrator is responsible for setting and maintaining users' information and privileges. The Administrator can assign a user to one of six access levels that have different privileges:

To display or set a user's access level, click on the user's name on the User List screen (Figure 17). A screen similar to the one shown in (Figure 19) will be displayed. The privileges associated with each of the six access levels are listed below.

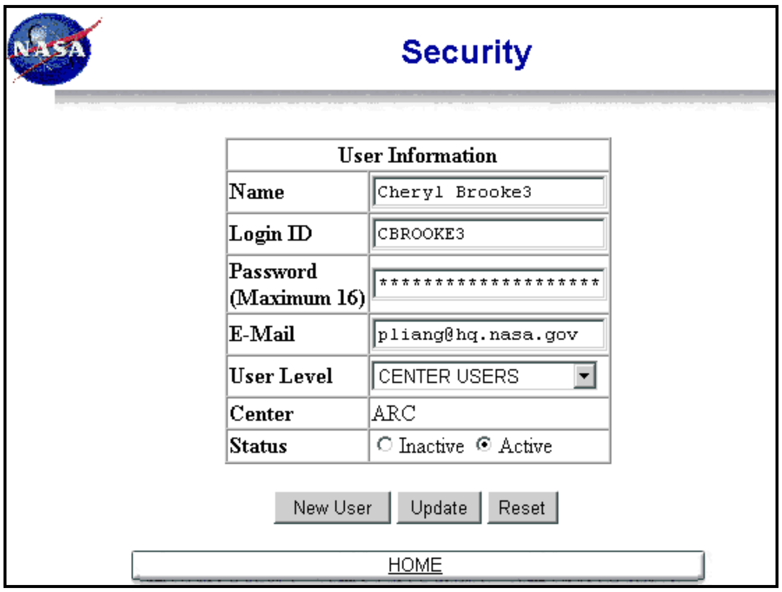


Figure 19. User Access Level Screen

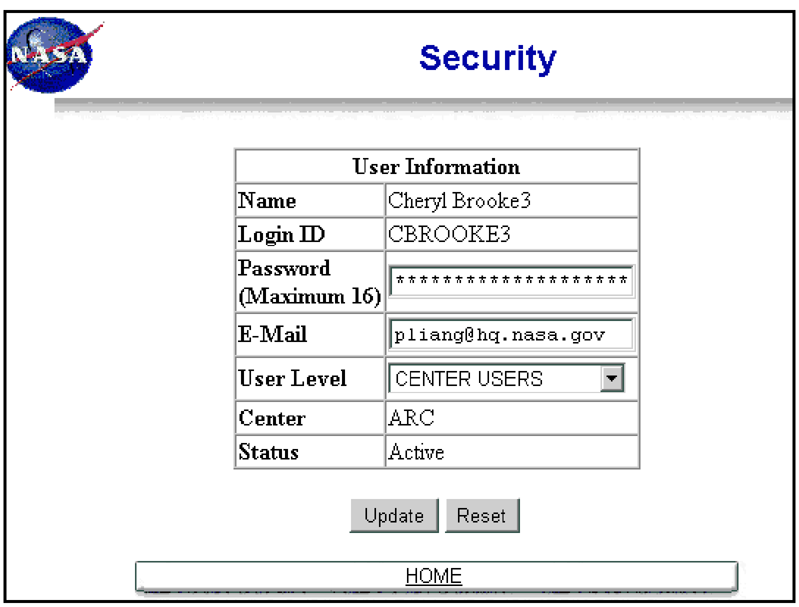


Figure 20. Password/Email Address Change

5.1 USER ACCESS LEVELS / PRIVILEGES

ACCESS LEVEL	PRIVILEGES
CENTER READ-ONLY	• View all records from their Center in the Approved or Pending table • Search for their Center’s records in the Approved or Pending table
HQ READ-ONLY	• View all records in the Approved or HQ Pending table • Search all records in the Approved or HQ Pending table
CENTER USERS	• Add a record to the Center Pending table • Edit records in the Center Pending table • Draft edit an Approved record • View all records from their Center in the Approved or Pending table • Search for their Center’s records in the Approved or Pending table
HQ USERS	• Add a record to the HQ Pending table • Edit records in the HQ Pending table • View all records in the Approved or HQ Pending table • Search all records in the Approved or HQ Pending table
CENTER ADMINISTRATOR	• Add a record to the Center Pending table • Edit records in the Center Pending table • Draft edit an Approved record • Release a record from the Center

ACCESS LEVEL	PRIVILEGES
	Pending table to the HQ Pending table • View all records from his/her Center in the Approved or Pending table • Search for his/her Center's records in the Approved or Center Pending table • Set up a new user for his/her Center with Center Admin, Center User or Center Read-Only access
HQ ADMINISTRATOR	• Add a record to the Approved table • Edit all fields • View all records in the Approved table • View all records in the HQ Pending table • View all records in the Disapproved table • Search all records in the Approved table • Search all records in the HQ Pending table • Search all records in the Disapproved table • Set up a new HQ User, HQ Read-Only, Center Admin, Center User or Center Read-Only • Approve a record • Disapprove a record

5.2 ADDING NEW USERS

This function is only accessible by Headquarters and Center Administrators. To add a new user to the MBPD application, click on the [New User] button located on the User Access Level screen (Figure 19). A screen will display that contains blank fields for the Administrator to enter the information (Figure 21).

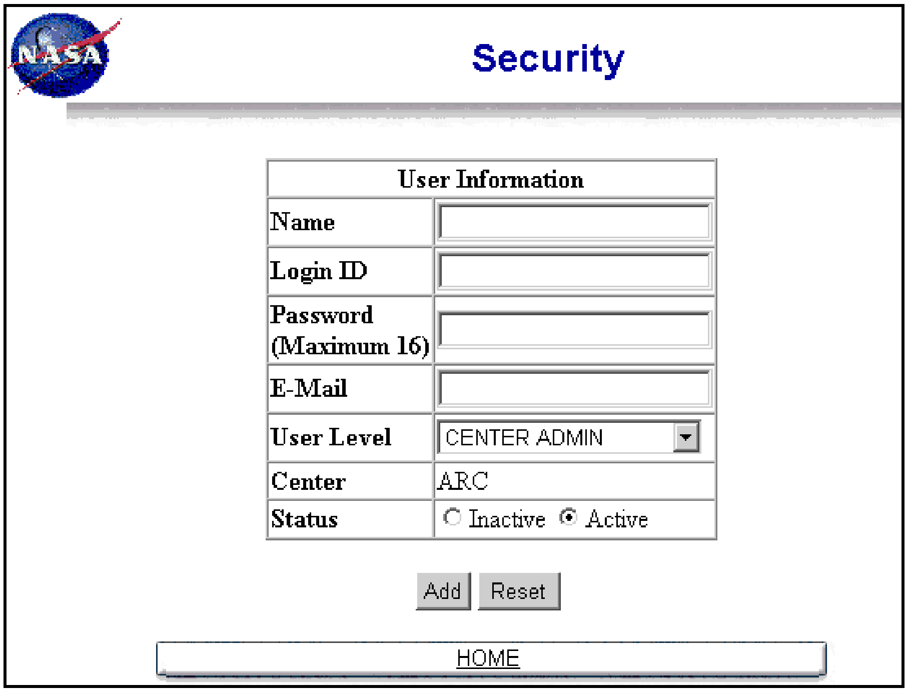


Figure 21. New User Screen

- **Name**

  Enter the user's first and last names into the Name field

- **Login ID**

  The Login ID is also the User ID (mandatory field)

  It has to have exactly eight characters

  It cannot contain blanks

  It must be all capital letters. All lower-case letters will be automatically converted to caps after the user has been added.

- **Password**

  The Password is a mandatory field

  It has a minimum of eight characters and a maximum of sixteen characters
  The Password must use 3 of these four types of characters: uppercase, lowercase, numbers, special characters (e.g., JOHNdoe1)

  The Password cannot contain blanks

  The Password cannot be the same as the Login ID

Each character in the password will appear as an asterisk (*) on the screen for security reasons

- **E-Mail**

  Type in the user's e-mail address into the E-Mail field. An invalid email address will prevent the user from receiving or sending emails successfully.

- **User Level**

  Select the appropriate User Level from the drop-down list

- **Center**

  Select the appropriate Center from the drop-down list

- **Status**

  Select Active to give the user access to the system

After the information has been entered, click on the [Add] button to add the user to the system.

5.3 UPDATING USER INFORMATION

When a user's information or access needs to be changed, click on the user's name from the User List (Figure 17). The User Information screen displays (Figure 19). Enter the updates and click the [Update] button.

If the user no longer requires access to the system, change the **Status** to Inactive. This will cause the user to be rejected when attempting to log in to the system.

NOTE: Center User and Center Read-Only access roles only have authorization to change their password and e-mail. The password and e-mail fields are the only accessible fields (Figure 20).

6.0 EXIT

To log out of the application, select the **Exit button** on the Main Menu screen (Figure 3). The application navigates to the NASA HQ Home Page.